

School of Engineering and Applied Science
THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

Finance - Student Activities

Travel Reimbursement

When do you need to use this sheet?

Travel reimbursement form is required for travel related reimbursements. This includes cost for gas, hotel, conference registration fee, meals and rental cars. If your reimbursement falls in any of the above category, you must follow this section.

Documentation Needed

- 1) Completed Travel/Expense form. Paper version of the form is available at: <http://www.gwu.edu/~gwco/AcctsPay/travel.pdf>
- 2) Original receipts and proofs of purchase taped on letter-size paper
- 3) Authorizing signatures (faculty advisor, Associate Dean of Student Affairs, Treasury of E-council (if funded by E-council))
- 4) Explanation of expenses for each receipt
- 5) If a meal reimbursement is over \$35, attach explanation of event and list of attendees
- 6) Foreign exchange information (if applicable) - there must be a print-out from reputable foreign exchange website like, <http://www.xe.com>
- 7) If asking for reimbursement for gas purchase, include a printout from Mapquest to verify actual mileage driven.

Notes

- For reimbursement for cost of gas, GWU will reimburse you based on mileage of driving, not by actual purchase price. Do not include
- Please tape all receipts on letter size paper (one-sided). Do not use staples. All documents will be scanned in by Accounts Payable.
- If meal reimbursement is involved, be sure to include the list of attendees and occasion for each reimbursement.